COLLEGE OF LIBERAL ARTS
& SOCIAL SCIENCES
Department of
Technical Communication

Teaching Fellowship Application

Teaching Fellows in the Department of Technical Communication have the opportunity to teach the following courses:

TECM 1700: Introduction to Professional, Science, and Technical Writing

TECM 2700: Introduction to Technical Communication

Based on the schedule needs, Teaching Fellows may teach one or two courses per semester. Renewal for the following semester is normal, provided the TF makes satisfactory progress toward the degree and carries out instructional duties with care, diligence, and proficiency. Teaching Fellows who teach two courses are entitled to UNT Benefits (medical, dental, disability, and life), and possibly in-state tuition rates. Here is a link to more information about benefits: https://tsgs.unt.edu/new-current-students/assistantship-benefits.

To be eligible to work as a Teaching Fellow, you must meet the following minimum requirements:

- Must have completed 18 hours of graduate level coursework.

- Must have either passed with a "B" or better or be concurrently enrolled in TECM 5550-Studies in the Teaching of Technical Communication.

- Must either be enrolled full-time (9 hours per semester) as a graduate student or must have an approved Course Load Exception form from the Toulouse graduate school (see Course Load Exception Request for more detail).

Your application must include the following items:

- Completed application form and Information Sheet (see following pages)

- One letter of recommendation, preferably from a professor of technical communication. Please have your recommenders email their letters to Lucero.Carranza@unt.edu with your name and "Teaching Fellow Recommendation" in the subject line.

- One sample of scholarly or professional writing. The sample should not exceed 10 pages.

Deadline: Preference will be given to applications who submit materials by the end of the semester before they plan to teach. In other words, if you want to teach in the Fall semester, submit materials by the end of the Spring semester. However, we will accept applications year round, including over the summer.

Submission: To submit your application, you must email all necessary forms to Lucero.carranza@unt.edu with "Teaching Fellow Application" in the subject line

Name: _____ UNT Student ID#: _____ UNT Student EUID: _____

Address: _____ Telephone: _____

E-Mail: _____

Semester you want to begin teaching in TECM: _____

Class level on the year you'll begin teaching for TECM: L1 ☐   L2 ☐   ABD ☐

Anticipated graduation date: _____

Have you completed TECM 5550 with a "B" or better?

Yes ☐   No ☐   I am taking TECM 5550 during the semester I will teach 2700 ☐

UNT degree program: _____ Department: _____

Overall GPA for all graduate coursework: _____

GPA last 18 hours of graduate coursework: _____

Please list the last 18 hours of graduate courses you have completed (this may be waived if you are teaching TECM 1200):

Institution/Semester/Year	Course Number/Name	Credit Hours	Grade

Please list the courses you have taught. Include the actual course name (not just number), the year/semester, and the institution at which you taught the course.

List the classes you will take in fall. If you plan to take less than 9 hours, provide a copy of your course load exception from the graduate school to Dr. Chris Lam, Director of Lower Division Courses.

Applicant Signature: _____ Application Date: _____

For office use only:

Interview with the department chair or course supervisor?   Yes ☐   No ☐

Recommend for hire: Yes ☐   No ☐